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**CARNEGIE LIBRARY LAB APPLICATION QUESTIONS**

This document contains the Carnegie Library Lab application form questions. When you are ready to complete your application, please use the online form which can be accessed [here](https://www.carnegieuktrust.org.uk/library-lab-application-form-intro/).

**SECTION ONE: SUMMARY**

**1.1 Personal Details**

Last Name



First Name



Email



Organisation



Postal Address



Phone Number



Job Title



Mobile Number



I am a

 Team Member

 Junior Manager

 Middle Manager

 Other

Jurisdiction

 Ireland

 N. Ireland

 Wales

 Scotland

 England

Number of years worked in libraries



**1.2 Your Innovative Idea**

Title of your proposed idea



The status of your proposed idea

 I am seeking to extend or adapt a project that I am already running

 I have a new idea and a clear project plan

 I am at the ideas stage and require support to develop ideas into a project

Your sponsor:



*Please state name, job description and organisation.*

Please attach your sponsor’s supporting statement.

**1.3 Other Information**

External organisation(s) that will help implement the idea



*If applicable, please attach a copy of correspondence confirming their support. Write N/A if not applicable.*

Additional funds

*I have secured additional funding*

 Yes

 N/A

**SECTION TWO: PERSONAL AND PROFESSIONAL DEVELOPMENT**

Carnegie Partners will be people who are committed to their own development and are prepared to invest time for this. They will also be people who are open to collaborating with others, as part of their project and part of the learning programme.

2.1 Briefly describe a recent challenge you have encountered and how you dealt with it (max 200 words)



*The example does not have to be from a work situation. It might be something that is not yet resolved completely – we are interested in the actions you have taken to meet the challenge.*

2.2 Give an example of where you collaborated with others (max 200 words)



*The example does not have to be from a work situation.*

*Reflect on the aim of the collaboration, how many people were involved, the factors that made it easy to work together, the factors that made it difficult, and what (if anything) you would do differently if faced with a similar task again.*

2.3 Briefly describe what you have voluntarily undertaken in the last 12 months to enhance your professional skills and/or personal development (max 100 words)



2.4 Briefly describe your goals for personal and professional development in the next 12-24 months (max 150 words)



*Please say why these are important to you and how being a Carnegie Partner would help you achieve them. Being a Partner is more than project funding and we are keen to get your view on the broader benefits of what the programme offers you.*

**SECTION THREE: CREATIVE THINKING**

Carnegie Partners will be people who are keen to learn how to think outside the box.

3.1 Briefly describe one initiative that has caught your imagination (max 150 words)



*The initiative does not need to be something you have been involved in – it can be something you have seen or read about.  It could be in libraries (anywhere in the world) or from a completely different sector but with the potential to be adapted to a library setting. Please describe the initiative, why it caught your imagination and how it might be applicable to a library setting.*

3.2 Identify a significant factor that, in your view, will impact on library services in the future and describe one way that libraries might respond to that (max 150 words)



**SECTION FOUR: YOUR INNOVATIVE IDEA**

Your innovative idea can be something you have thought up yourself, something you have seen in another service, or something you have seen outside the library sector that has the potential to be adapted to libraries. See the application notes for our definition of innovation.

We welcome applications that have a fully worked up project plan and also those that do not. Your idea should, however, be something that is realistic and deliverable in 15-18 months, while allowing you sufficient time to participate fully in the other parts of the programme.

As part of the programme there will be a three-month project development phase. During these three months we expect Partners to work with their mentors to finalise their aims, outcomes, evaluation framework and timetable for delivery; begun procuring any relevant equipment; and be ready to deliver their project.

4.1 Briefly describe an idea that you would like to see implemented in your library service (max 200 words)



*Your idea does not have to involve a major change. It can be something you have already started to do, or simply something you would like to do with the support of Carnegie Library Lab. It may be something you have seen in another sector that has the potential to be adapted to libraries.*

*Your idea should be something that can be reasonably achieved within the timeframe of Carnegie Library Lab, while also allowing you to dedicate sufficient time to the other elements of the programme.*

*Remember to describe what your idea is, why it is important and to whom it is important (the community, your library or the wider library service). If you have any evidence for the need for your project, please share it here.*

4.2 Outline why your idea is innovative and distinctive (max 100 words)



*For example, you can describe how your idea is innovative in general terms, for the library service in which you work, and/or for a particular community group.*

*If you are transferring an existing idea to your locality, please specify how your interpretation and delivery of the project is distinctive and different from existing projects elsewhere.*

4.3 Name which colleagues from within your organisation will be supporting you to deliver your idea (max 150 words)



4.4 Name any collaborators from a different organisation that will have a role in delivering in your idea (max 150 words)



Insert N/A if this is not applicable.

*Remember to state: why you have chosen to work with them, their skills or knowledge that will help you deliver your idea and whether you are already working with them in some capacity.*

4.5 Outline the key challenges you think you will face in implementing your idea (max 100 words)



4.6 Describe the outcomes your idea will have if it is implemented (max 100 words)



4.7 List the key milestones and timeframe for delivering your idea (max 150 words)



*Please describe: the various steps you will need to take to make your idea happen, the steps implementing your idea will involve, and when you would like to achieve these things in the time period between June 2018 and September 2019. Remember to include an initial three-month development phase.*

4.8 Estimate the total amount you are seeking from Carnegie Library Lab to implement your idea (max 150 words):



*Remember to outline the main things the funding would be used for. You can apply for a maximum of £15,000. Only some of this can be a contribution to staff time. If you plan to use some funding to cover staff time, please state: approximately how many hours you plan to cover with the funding and approximately how many non-funded hours you will spend on your project.*

4.9 Provide details on additional funding you have secured (max 100 words)



*It is not necessary to have funding from other sources for your project, insert N/A if this is not applicable.*

*However, any other funding organisation must be willing to acknowledge the role of Carnegie Library Lab and to work with you in an active way to share learning about the project.*

**SECTION FIVE: THE PROGRAMME**

There are many benefits to being a Carnegie Library Lab Partner. First, you will have the opportunity to engage with a bespoke online programme to support innovation and leadership skills. Second is the opportunity to work with a mentor outside of your own organisation. Third, the chance to take part in three face-to-face partners’ meetings between June 2018 and September 2019. Fourth, the opportunity to instigate a project in your library.

5.1 Please tick the box to say you agree with the following statements



* I understand that my idea requires support from my Library Service and Head of Service or equivalent.
* I understand that I will spend about 1 hour a week of my own time with the online learning materials and this will be intensive during the first three months.
* I understand that I can expect approximately 3 hours of contact with my mentor each month, and that it is up to the mentor and me to arrange suitable times and ground rules for interaction.
* I understand that I must attend three face-to-face partners’ meetings
* I can attend the first partners’ meeting on 13th and 14th June 2018.

We will help to identify a suitable mentor for successful applicants but are also keen to know if you have any suggestions. This can be someone you know, or someone based in the UK or Ireland that you have not met but would like to work with.

Mentor Suggestion



*Please suggest a mentor here. You can leave this section blank.*

5.2 In summary please give your reasons for applying to be a Carnegie Partner (max 100 words):



**Application Checklist**

I have completed each section of this application form.

I have discussed this application with my line manager, or equivalent in my organisation, who has written a supporting statement which I have attached as part of my application.

I have attached my sponsor’s supporting statement.

My line manager and I have discussed this idea with our Head of Service and have her/his support for this application.

 I have discussed this application with possible collaborators and they have written an email or letter stating their support. I will submit a scanned copy of this correspondence as part of my application.

*If N/A please write below*



 I have discussed this application with existing funders and they have written to state their support for the project and their willingness to be involved should funding be secured from the Trust. I will submit a scanned copy of this correspondence as part of my application.

*If N/A please write below*



Please submit your completed application form with your sponsor’s supporting statement (and if relevant, correspondence from possible collaborators and funders) attached by **Thursday 5th April 2018 at 5pm.**

We will be in touch in early May 2018 about the outcome of your application. Good luck!